

STOKESLEY TOWN COUNCIL

The Annual Meeting of the Town Council was held in the Town Hall, Stokesley, on Tuesday 8 May 2018

Present: Cllrs Ian Blakemore, Stewart Brennan, Sean Carey, Christopher Johnson, Carol Lewis and Caroline Seymour.
Clerk – Mrs Julie McLuckie, D&S Reporter – Mr Turland and 2 residents.

In accordance with the notice of meeting a public forum session took place from 7.00pm.

Two representatives from Strikes Garden Centre provided an update following the recent fire. They confirmed that they had commenced trading again opening a small section on site which would be developed in the coming weeks to include a café area. Plans have been submitted to HDC for the rebuild of the garden centre and it was hoped that the work would be completed within a year to 18 months. Members confirmed their support as Strikes is seen as an integral part of the Community and they thanked them for the update and the considerate approach they had taken regarding their staff. **Noted.**

1/08/05/18 ELECTION OF CHAIRMAN

It was unanimously agreed to appoint Cllr Seymour as Chairman for the coming year.

2/08/05/18 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Cllr Seymour accepted the post of Chairman and signed the acceptance form.

3/08/05/18 NOTICE OF MEETING

The notice convening the meeting was taken as read.

4/08/05/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Canavan, Chisholm, Griffiths, Sowerby and Wake.

5/08/05/18 ELECTION OF VICE CHAIRMAN

It was unanimously agreed to appoint Cllr Sowerby as Vice Chairman for the coming year.

6/08/05/18 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

7/08/05/18 COMMITTEE / AREAS OF RESPONSIBILITY STRUCTURE

The following Committee / Areas of Responsibility membership were agreed and it was agreed to increase the Committee membership to five where possible to ensure quoracy or agree that a substitute could be nominated:-

<u>Committee / Working Group</u>	<u>Agreed Membership</u>
Committees	
Employment Committee	Cllrs Blakemore, Carey, Griffiths, Lewis & Sowerby
Finance Committee	Cllrs Brennan, Canavan, Carey & Seymour
Planning Committee	Cllrs Brennan, Canavan, Griffiths & Johnson
Allotments Committee	Cllrs Carey, Chisholm, Lewis, Seymour, Sowerby (allotment holder representative)
Health & Safety Committee	Cllrs Canavan, Chisholm, Johnson, Sowerby & Wake
Open Spaces & Footpaths	Cllrs Griffiths, Lewis, Seymour, Sowerby & Wake
Town Hall Committee	Cllrs Brennan, Canavan, Chisholm & Wake (3 Town Hall Management representatives)
Communications & Events Committee	Cllrs Blakemore, Brennan, Canavan & Sowerby (plus non-council members).

Working Groups

Parking Market	Cllrs Brennan, Carey, Chisholm, Griffiths & Seymour Cllrs Blakemore, Canavan & Seymour plus representatives from both Friday and Farmers Markets.
General Data Protection Regulations	Cllrs Blakemore, Canavan and Griffiths.

External Bodies

Preston Educational Trust	Cllrs Canavan and Seymour.
Lady Hullocks Trust	Cllr Lewis.
Stokesley & Villages Regeneration	Cllr Brennan.
The Globe	Cllrs Brennan and Griffiths.
Fairtrade	Cllr Blakemore.

8/08/05/18 MINUTES OF THE MEETING HELD ON 10 APRIL 2018

The minutes of the Town Council held on 10 April 2018 were agreed and signed as a true record.

9/08/05/18 TO CONSIDER PLANNING APPLICATIONS RECEIVED

a. To following planning applications were received and reviewed.

Applications Received

18/00635/FUL – 1 Malvern Close – Single storey rear extension. **No objections.**

18/00708/LBC – Barclays Bank – Removal of internal fixtures and fittings and external signage. **No objections.**

18/00808/FUL -79 The Stripe – demolition of existing UPVC conservatory and construction of single storey sun room with brick/glazed walls and pitched slate roof to match existing house. Replacement of existing powder coated aluminium bifold doors and fixed glazing. **No objections.**

18/00249/FUL 8 Peacocks – two storey extension to rear of house as amended. **Insufficient information provided to enable a response.**

18/00741/ADV – Il Mulino, Church House, 30 College Square – Retrospective application for Advertisement Consent for 5 fascia signs and a canopy. **No objections.**

Applications Granted

17/02572/FUL – 9 High Street – Alterations to raise roof height of the front elevation, construction of 2no. rear dormers, a ground floor extension and replacement windows and door.

17/02597/ADV – The Acres Estate – Advertisement consent to display 2no. non-illuminated advertisement boards and 4 flagpoles.

17/02541/ADV – Natural Heat, 69 – 71 High Street – Fascia sign to replace existing.

17/02542/LBC – Natural Head, 69 – 71 High Street – Fascia sign to replace existing.

17/02562/FUL – 21 College Square – Replacement of 3no box sash windows on front elevation of dwellinghouse.

17/02670/ADV – Co-op Group, 44 High Street – advertisement consent for replacement branding to convenience store consisting of 1no internally illuminated fascia sign, 1no non-illuminated fascia sign, 1no non-illuminated projecting sign and 1no non-illuminated flat panel sign

b. Planning and Development Issues:

It was noted that Gladman had withdrawn their planning application for the site on the B1365. **Noted.**

Kier Development – the Enforcement Officer was addressing the issue of the boarding been used for advertising without planning consent. **Noted.**

Concerns continue to be raised regarding the height of the development and this is currently subject to regular reviews by HDC. Stokesley Town Council fully support HDC's approach and regular monitoring and hoped that it will continue to be rigorously checked. **Agreed.**

10/08/05/18 REVIEW OF ACTIONS FROM LAST MEETING

See the attached Appendix 1.

11/08/05/18 FINANCIAL STATEMENTS

1. The financial statements for April 2018 were received and agreed. **Agreed.**
2. The payments made during April 2018 totalling £19520.97 were agreed. **Agreed.**
3. The end of year statement from Redmayne Bentley was received. It was noted that the Finance Committee were due to meet with Redmayne Bentley to review the investment portfolio. **Noted.**
4. The Finance Committee Annual Review was received. **Noted.**
5. The recommendation from the Finance Committee to increase the Christmas Lights Budget to £16k this year to enable the purchase of all new lights this year and cover the installation, dismantling and storage of the lights was agreed. **Agreed.**
6. The Annual Governance Statement for 2017/18 was reviewed and signed. **Agreed.**

12/08/05/18 MATTERS FOR DISCUSSION

Town Council

1. Strategic Objectives for 2018/19 – progress review:-
 - a. Cobblestones – Cllr Brennan was securing a quote from a consultant to develop and complete the tender process and project manage the scheme. The quote would be submitted to HDC for inclusion in the agreement to hand over the cobblestones to Stokesley Town Council. **Noted.**
 - b. Parking – the ‘Positioning Paper’ recommended by the Parking Group for approval was agreed. **Agreed.**
It was agreed to re-mark the parking bays in College Square and commence work on introducing the experimental Traffic Regulations Order. Discussions would commence with Scarborough Council regarding them undertaking the enforcement. An update newsletter would be circulated to College Square residents and businesses. **Noted and Agreed.**
 - c. Community Infrastructure Levy (CIL) and Infrastructure Development – a response had been received from HDC but it did not answer all of the questions raised. An officer from HDC was due to attend the Town Council meeting in June and it was agreed to provide them with a list of questions prior to the meeting to ensure they could respond. **Agreed.**
It was agreed to hold a consultation exercise with residents of Stokesley to ascertain where they would like the 15% CIL Funding spent. It was agreed to place the question in the Market Place and on the website with responses by end of July. The options were agreed as – Public Toilet Refurbishment, Donation towards the Riverside improvement plans, Christmas Lights, CCTV in North Road Play Park. **Agreed.**
 - d. Public Toilets – the roof repair was underway. Cllr Brennan would commence producing tender documents and securing quotes. **Noted.**

2. Town Council Surgery feedback from the surgery held on 5 May 2018 hosted by Cllrs Brennan and Johnson. Three residents attended and raised the following concerns:
 The footpath at the side of the Mill – requires cleaning as it has a build up of leaves and debris and the shrubbery at the back of the Mill requires cutting back. It was agreed to arrange for this area to be cleared and shrubs to be cut back. **Agreed.**
 Overgrown hedge from a property on Springfield is making it difficult to use the footpath and the pavement condition is dangerous due to the potholes. To be reported to Highways. **Agreed.**
 Concern raised about the removal of an old hedge and shrubs between Rosehill Drive and Lady Hullocks Court. It was confirmed that this work had been completed by Broadacres. **Noted.**
3. Great Ayton to Stokesley Cycleway – deferred until the next meeting.
4. General Data Protection Regulations (GDPR) Compliance – the ‘Privacy Notice – General’ and ‘Privacy Notice – For Staff, Councillors and Role Holders’ were reviewed and formally adopted as our Town Council notices. The GDPR Working Group would commence work on conducting a full audit of our current procedure and then introduce new policies etc as required. **Agreed.**
5. Articles for the Market Place – It was agreed to promote the new Website and Town Wi-fi as well as Food Week and the Celebration of Youth Event. In addition, the CIL Funding questionnaire would be included with responses requested by the end of July. **Noted.**
6. Press Release Approval – None submitted.

Committees and Working Groups

1. Feedback from the Annual Town Meeting held on 24 April 2018 was received. It was agreed that the Communications & Events Committee would review how attendance could be improved at this meeting. **Noted.**
2. The minutes from the Communications & Events Committee held on 17 April 2018 were received. **Agreed.**
3. The minutes from the Finance Committee held on 30 April 2018 were received. **Agreed.** It was highlighted that despite increasing the precept this year because of the number of new dwellings the residents of Stokesley have received a decrease in their Council Tax bills. **Noted.**
4. Feedback from the Parking Working Group meeting held on 2 May 2018 was received. **Noted..**
5. The minutes from the Communications & Events Committee held on 3 May 2018 were received. It was noted that a meeting would be arranged to discuss Food Week and Christmas Late Night opening with local businesses in June. **Agreed.**

North Yorkshire County Council

1. The response regarding the re-surfacing work adjacent to Stokesley Motors circulated on 24.4.18 was received. The Clerk was asked to write to the NYCC Director and Cabinet Holder for Highways seeking an explanation regarding the recent re-surfacing work that had taken place at Stokesley Motors and further information on the Assessment Criteria. **Agreed.**
2. The correspondence regarding archive consultation circulated on 24.4.18 was received. It was agreed to send a copy to the Stokesley Society. **Agreed.**

Hambleton District Council

1. The correspondence regarding Recycling and Litter Picking circulated on 12.4.18 was received. **Noted.**
2. The Certificate of Registration for Renumbering of Properties Plots 158 to 165 on White House Farm circulated on 10.4.18 was received. **Noted.**
3. The invitation to Armed Forces Day Flying the Flag Ceremony circulated on 23.4.18 was received. **Noted.**
4. The Community Infrastructure Levy Payment Notice circulated on 24.4.18 was received. **Noted.**
5. The Agenda for the Hambleton Parish Liaison Meeting scheduled to take place on 17 May 2018 was received. **Noted.**
6. The response to our correspondence regarding the Allocation of Community Infrastructure Levy funds circulated on 30.4.18 was received. **Noted.**

Police

1. PCSO Crawford had circulated the report. A total of 22 incidents had been reported between 8 April 2018 and 8 May 2018.

YLCA

1. The information regarding 'Appointment of a Data Protection Officer' circulated on 17.4.18 was received. **Noted.**
2. The 'Amendment to the General Data Protection Regulation Bill – Appointment of a Data Protection Officer' circulated on 27.4.18 was received. **Noted.**
3. The ICO Statement on GDPR and the Local Councils Sector circulated on 2.5.18 was received. **Noted.**

Correspondence/complaints received

1. The concern raised about vehicles driving along the Levenside pathway beyond the Ford because of lack of signage circulated on 6.4.18 was received. It was agreed to contact Highways to propose closing the Ford on the grounds of health and safety. **Agreed.**
2. The copy of the letter sent from Save our Stokesley to the owner of Strikes following the fire circulated on 13.4.18 was received. **Noted.**
3. The copy of the Rotary Club Celebration of Youth Sponsorship Form circulated on 24.4.18 was received. **Noted.**
4. The concern regarding the speed of vehicles along North Road following the recent accident circulated on 24.4.18 was received. It was agreed to request that NYCC consider speed slowing mechanisms along North Road when they complete the resurfacing work. **Agreed.**
5. The request for a contribution from the Rotary Club towards their 'Celebration of Youth Event' circulated on 30.4.18 and their grant application form circulated on 3.5.18 was received. It was agreed to award the Rotary Club £500 from S137 funds towards this event. **Agreed.**
6. The correspondence from Northumbrian Water Board advising of work in the area circulated on 30.4.18 was received. **Noted.**

Items tabled for information

None received.

EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council RESOLVED that the press and public be excluded from the meeting to deal with items of a confidential nature.

1. The Operation London Bridge documents circulated on 11.4.18 were received. The Chairman and Clerk would ensure everything was in place in accordance with the detailed procedures within the documents. **Agreed.**

The meeting closed at 9.20 pm.

Town Council Meeting Actions

Minute No. Date Agreed	Task	Lead Councillor	Responsible Committee	Expected date for completion	Status
6/09/06/15 1.	Manor Close – to commence proceedings to introduce yellow lines	Clerk and Cllr Griffiths	Parking Working Group	On hold until the new long term parking is identified.	This scheme to be included in the overall parking review but introduction of yellow lines in this area would be the responsibility of Highways. Ongoing.
8/08/11/16	Skate Ramps – to arrange a meeting with the resident to discuss in more detail.	Clerk	Open Spaces		Need to carry out consultation prior to progressing further. Clerk to arrange a meeting of the Open Spaces Committee. Ongoing.
11/13/06/17	Cobbles – to obtain a quote for repairs to the cobbles outside Natural Heat.	Clerk	Town Council		Meeting took place with the contractor on 11.2.18 who agreed to provide quotes – awaiting response. Ongoing.
09/01/18 Police Report	CCTV – proposal by HDC to install a camera on Silver Street. Clerk to discuss the proposal and to see if the camera could also cover the Play Park.	Clerk	Town Council		Costs received for review and consideration. Clerk to try and secure funding to enable this scheme to go ahead. Ongoing.